

## Awarding at the Opportunity Level

1. Navigate to the opportunity you would like to award via your dashboard cards or selecting Opportunity>Portfolios>All and searching for the opportunity. Select the applications link to navigate to the applications grid.

Award Management Site Opportunity Stewardship

GEER Search

1 Portfolio • Keywords: GEER • Statuses: Not Started, Published, a

Emergency Grant for COVID Relief - GEER  
Portfolio Details • COVID-19 Funding Request

Donor: None Given

Spring 2022 Auto-Match Published 1 Qualification Group Deadline: 05/31/2022 34040 Applications 291 Awards \$465,151.00 Total

2. You may award one student at a time or, if you are awarding the same amount and for the same award period, you may award multiple students at once. Select one or more applicants by checking the boxes to the left of the applicant rows or select ALL applicants by checking the check box to the left in the grid header:

Award Management Site Opportunity Stewardship

Details Questions Qualifications Applications Communications Reviews Post-Acceptance

Emergency Grant for COVID Relief - GEER  
Spring 2022 | Published, Ends Tuesday

Notes History Award Mode

Begin typing to search by name, email address, or user ID...

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<input type="checkbox"/>	View	Award Mode	Category	Categori...	Name	Primary Email	Award Period	Amount ...	Emplid	Last Name
<input type="checkbox"/>	View	Award Mode	Submitted				All			
<input checked="" type="checkbox"/>	View	Award Mode	Submitted	05/26/2022						
<input checked="" type="checkbox"/>	View	Award Mode	Submitted	05/26/2022						
<input checked="" type="checkbox"/>	View	Award Mode	Submitted	05/26/2022						
<input type="checkbox"/>	View	Award Mode	Submitted	05/26/2022						
<input type="checkbox"/>	View	Award Mode	Submitted	05/26/2022						
<input type="checkbox"/>	View	Award Mode	Submitted	05/26/2022						
<input type="checkbox"/>	View	Award Mode	Submitted	05/25/2022						
<input type="checkbox"/>	View	Award Mode	Submitted	05/25/2022						
<input type="checkbox"/>	View	Award Mode	Submitted	05/25/2022						
<input type="checkbox"/>	View	Award Mode	Submitted	05/25/2022						

3. Once you have made your record selections, navigate to the bottom left and select 'Categorize' from the action dropdown box:

The screenshot shows a table with columns for 'View', 'Award Mode', and 'Submitted'. Below the table is an 'Act on Selected' dropdown menu with options: 'Email Users', 'Categorize', and 'ation'. A red arrow points to the 'Categorize' option. Below the menu is a summary table:

Opportunity Amount	\$465,151.00
Committed Amount	(\$464,551.00)
Total Remaining Amount	\$600.00

4. The Categorize dialogue box will appear. Select "Awarded" as the category, enter the amount of the award and select the appropriate award period. , term or customized depending on the award). Enter a subject and email content, select option to add a CC or BCC recipient (note that only one CC and/or one BCC is permitted per ad-hoc email).

**Note:** Fall/Spring for the appropriate academic year would be the normal award period unless the award should be fall only, spring only or is a customized award period set up for a specific awarding purpose.

The 'Categorize Selected' dialog box contains the following fields:

- Choose a Category:** A dropdown menu with 'Awarded' selected. A red arrow points to this field.
- Update Amount:** A text input field containing '600'. A red arrow points to this field. Below the field is the text: 'Amount must be less than or equal to \$2,000.00.'
- Award Period:** A dropdown menu with 'Choose an Award Period' selected. A list of award periods is displayed below, with 'Fall/Spring 2022-23' selected. A red arrow points to this selection.

- Once you have completed the form, select "Categorize" in the bottom right-hand corner:

**Categorize Selected** ✕

**Choose a Category**

**Update Amount**  
  
Amount must be less than or equal to \$2,000.00.

**Award Period**

Initial Opportunity Fund Information		Award Information	
Opportunity Amount	\$465,151.00	Opportunity Awards	291
Committed Amount	(\$464,551.00)	Committed Awards	(291)
<b>Total Remaining Amount</b>	<b>\$600.00</b>	<b>Total Remaining Awards</b>	<b>0</b>

- The system will return to the application grid. Your application record or records will now have the new category and an updated categorization date. You may need to refresh the grid or, if you were previously viewing by a different category, select a different query in order to see the updates as it takes a few seconds to update the grid view:

Award Management Site ▾ Opportunity ▾ Stewardship ▾ ?

1 application will be categorized momentarily. It will take several minutes to see this change on the grid. While you wait, you may continue using the rest of the site.

[Details](#)   [Questions](#)   [Qualifications](#)   **Applications**   [Communications](#)   ▾ [Reviews](#)   ▾ [Post-Acceptance](#)

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📄 **Emergency Grant for COVID Relief - GEER** Notes   History   Award Mode  
▾ Spring 2022 | Published, Ends Tuesday

Begin typing to search by name, email address, or user ID...

✓ ✕ ☆ 🏠
▾ GEER - Awarded
1-4 of 4 ▾ Page 1

<input type="checkbox"/>	View	Award Mode	Category	Categori...	Name	Primary Email	Award Period	Amount ...	Emplid	Last Name
<input type="checkbox"/>			Awarded ▾	...	...	...	All ▾			
<input type="checkbox"/>	<a href="#">View</a>	Award Mode	Awarded	05/23/2022			1222 - Spring ...	\$1,551.00		
<input type="checkbox"/>	<a href="#">View</a>	Award Mode	Awarded	05/26/2022			1222 - Spring ...	\$600.00		
<input type="checkbox"/>	<a href="#">View</a>	Award Mode	Awarded	05/23/2022			1222 - Spring ...	\$2,000.00		
<input type="checkbox"/>	<a href="#">View</a>	Award Mode	Awarded	05/23/2022			1222 - Spring ...	\$2,000.00		